



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
27th Annual Northwest Law Enforcement Command College
Executive Training Day – Thursday, March 6, 2014
ADDITIONAL COURSE INFORMATION – Student Instructions

Dates:	March 6, 2014
Location:	<p>The Davenport Hotel 10 South Post Street Spokane, WA 99201</p> <p>Please see link below for directions to the hotel: http://www.davenporthotelcollection.com/directions-en.html</p> <p>Please Note: The Davenport Hotel does charge for parking, this cost has been negotiated at a lower rate and included in your registration fee. Please park in the self-park garage on the corner of Post and 1st Street – take your parking ticket with you to the front desk and give it to them when you check in. They will give you a parking pass for the week and put your parking cost on the event bill.</p>
Class Hours:	<p>Thursday: Breakfast 800-830 AM Training 830 AM – 5:00 PM (Lunch Included) Graduation Dinner 6:00 -7:00 PM Graduation Ceremony 7:00 – 8:00 PM (must attend to receive certificate)</p> <p>*See the attached agenda for more detailed information</p> <p><i>Please Note – if you would like to bring a guest to the graduation ceremony please contact Leanna Bidingier at CJTC by February 18th.</i></p>
Travel/Meals & Lodging:	<p>Travel:</p> <ul style="list-style-type: none">Travel to and from the hotel is the responsibility of the applicant or his/her agency. <p>If you are lodging:</p> <ul style="list-style-type: none">Hotel reservations have been made by WSCJTC in the applicant's name. Nothing is required from the applicant or agency. <u>Please do not contact the hotel directly.</u> If you have questions please contact Leanna Bidingier at lbidingier@cjtc.state.wa.us .<ul style="list-style-type: none">Check in time is after 4:00 PM on your arrival dayCheck out time is before Noon on your departure day <p>If you are not lodging:</p> <ul style="list-style-type: none">Please check in at the Early Bird Room on Thursday morning at 8:00 AM <p>Meals:</p> <ul style="list-style-type: none">Meals specified on the agenda are being provided in our training room – The Early Bird Room. Graduation and graduation dinner on Thursday will be held in the Isabella Ballroom. Meals not specified on the agenda are on your own at your own expense.

Costs:	For this course we will be billing in advance. Invoices will be generated and mailed out prior to class with payment due upon receipt.
Attire:	Business Casual attire is appropriate for classroom wear on Thursday. Dress uniform or Suit and Tie is expected for graduation
Cancellation Deadline:	February 14, 2014 Notify the Brandon Li at bli@cjtc.state.wa.us or Leanna Bidinger at lbidinger@cjtc.state.wa.us . <u>Your agency will be billed the entire course fee for late cancellations and no shows. No exceptions will be made.</u>
Responsibility for Injuries:	Although instructors will at all times maintain a high degree of care for the safety of all persons attending this event, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.
Questions:	If you have any questions about these instructions or the event please contact Leadership Program Manager, Leanna Bidinger at lbidinger@cjtc.state.wa.us .